



City of University City

EMPLOYMENT OPPORTUNITY



Job Title	Facility Attendant (Heman Park Community Center)
Department	Department of Parks, Recreation and Forestry
Pay	\$9.00 Per Hour
Exempt/Non-exempt	Non-Exempt
Status	Part Time

Monitors events and renter activities in progress according to the rules of the facility. Responsible for opening, closing and securing the facility. Assist renters, with equipment set up, tours and general services.

Provides direction and assistance in resolving rental issues, facility issues and emergency situations.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervision of Heman Park Community Center during scheduled rentals.
- Complete onsite checks of the entire rental facility throughout shift.
- Perform check in and checkout duties with facility users.
- Perform light custodial duties (i.e. sweeping, mopping, restrooms, removing trash, vacuuming carpets, etc.)
- Assist patrons by being knowledgeable in all aspects of rental agreement and events.
- Responsible for enforcement of rules and regulations of the facility.
- Assists with emergency action plan.
- Maintains clean and organized work areas.
- Informs supervisor of all positive and negative information regarding rentals.
- Attends all staff meetings.
- Other tasks as assigned by supervisor.

Desirable Knowledge, Skills and Abilities

- Ability to understand and follow verbal or demonstrated instructions;
- Ability to maintain a clean and neat appearance at all times.
- Ability to work independently and efficiently without constant supervision.
- Ability to have a quick response in emergency situations; handle stressful situations.
- Ability to maintain a positive image for the City of University City and Heman Park Community Center at all times.
- Ability to communicate effectively in oral and written form.
- Ability to work a combination of days, evening, weekends and holidays

EQUIPMENT USED TO PERFORM JOB

- Telephone, PA system, computer, copy machine, radio, TV, DVD, video gaming system, alarm system.

Physical/Visual Activities and Demands

- Sitting, talking, hearing, walking, reaching, stooping, bending
- Concentrated mental and visual attention with normal hand-eye coordination required
- Clarity of vision at 20 inches-corrected or uncorrected

- Occasional moving of items up to 40lbs

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least 18 years of age
- Availability is flexible for various shifts such as days, evenings, weekends and holidays

Contact Information

Interested applicants should apply using this link: <https://ucitymo.applicantpro.com/jobs/>

The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.